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*American Consulate General*  
*Mumbai*

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**Vacancy Notice**  
**(Re-Advertised)**

**Mumbai**

**Date: January 15, 2008**

American Consulate General, Mumbai, is seeking an individual for the position of “Guard Receptionist” for its Regional Security Office.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted**

**SUBJECT: VACANCY ANNOUNCEMENT FOR INDIAN AND OTHER NATIONALITIES**

**ANNOUNCEMENT NUMBER: 55/2007**

**OPEN TO:** All Interested Candidates

**POSITION:** Guard Receptionist; FSN-710-04  
BLA-562023

**OPENING DATE:** January 15, 2008

**CLOSING DATE:** January 29, 2008

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** EFM/NOR: Grade: FP-AA  
Ordinarily Resident: FSN-04

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOUCMENTATION WILL NOT BE ACCEPTED.**

**BASIC FUNCTION OF POSITION**

This position is one of the five Guard Receptionists who report to the Senior Investigator. The function of the position is to provide “round-the-clock” security coverage and telephone answering service to the Consulate General and after hour’s calls.

## **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Secondary School Certificate required.
2. Two years of similar work as guard, receptionist or clerk where similar activities such as passing messages, accurately keeping a logbook and other tasks requiring fluency in spoken and written English performed.
3. Level III in English and Hindi; level II in Marathi and Gujarati.
4. Should have basic familiarity with local area in which Lincoln House is located, including location and function of various police forces and fire department.
5. Ability to accurately take and pass messages verbally and in clear written English. Ability to deal forcefully and courteously with wide range of visitors. Ability to read, assimilate and follow written guard orders for routing and emergency operations.

## **SELECTION PROCESS**

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following:

1. Application for employment
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

American Consulate General  
Human Resources Office  
Attention: Mr. Darion K. Akins  
78, Bhulabhai Desai Road  
Mumbai 400 026.

## **POINT OF CONTACT**

Shyju B. Kombath  
Human Resources Office  
Telephone: (022) 2363-3611 – 18 Extn. 4302  
Fax: (022) 2368-9016  
Email: [MumbaiHRCareer@state.gov](mailto:MumbaiHRCareer@state.gov)

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or Military service member, permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: COB January 29, 2008**

***An Equal Opportunity Employer***

*The US Mission in Mumbai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

Drafted By: M/HR – MFernandes/SKombath

Cleared By: RSO - Winman

Approved By: MGMT - CBond